

### **CAS Accounting Staff Profile**

*Work timings: 2:00 pm to 11:00 pm*

This Accounting Staff position will involve working on day-to-day transactions on the specific engagement, including recording bank transactions, posting journal entries, maintaining accounts receivables, or payables.

- Process daily deposits and payments in bank accounts.
- Process AP bills and bill payments through automated AP systems or manually.
- Post AR invoices and payments received through AR processing systems or manually.
- Perform month-end Bank Reconciliations, AP reconciliation from GL to subsidiary books or AP Processing systems, AR Reconciliation of GL to subsidiary books or AR Processing systems.
- Process credit card transactions and complete credit card reconciliations.
- Follow process manuals and standard practices guidelines without any deviations.
- Investigate and report any exceptions or deviations from standard practices to the Senior on the engagement immediately.
- Maintain relevant bills/receipts/agreements/checks/bank or credit card statements or any other supporting documents received for processing accounting transactions in proper shared drives or accounting software.
- Assist the Senior on Payroll processing tasks by preparing the relevant task spreadsheets.
- Maintain and update task trackers and ensure all tasks are completed on/before the due dates.
- Communicate all queries/issues in a timely manner to the Senior and get the required clarifications to complete the postings or processing.
- Maintain proper timesheets at appropriate level of detail.
- Complete required mandatory training and/or certifications.